

Article - Business Regulation

[\[Previous\]](#)[\[Next\]](#)

§12.5–209.

- (a) A license is issued for a term of 2 years.
- (b) Unless a licensee meets the insurance requirements of § 12.5–205 of this subtitle, the Secretary may not renew the license of the licensee.
- (c)
 - (1) Unless a license is renewed for a 2–year term as provided in this section, the license expires on the second anniversary of the effective date of the license.
 - (2) A licensee that meets the requirements of this section may obtain a renewal of a license before the license expires for an additional 2–year term.
 - (3) Once expired, a license may not be renewed.
- (d)
 - (1) At least 60 days before a license expires, the Secretary shall mail or electronically transmit to the licensee:
 - (i) a renewal application form;
 - (ii) a form that allows a licensee to update the information submitted in the original application or state that the information is current and accurate;
 - (iii) except as provided in subsection (e) of this section, a form that requires the licensee to agree to continue to comply with each requirement applicable to the original application; and
 - (iv) a notice that states:
 - 1. the date on which the current license expires; and
 - 2. the amount of the renewal fee.
 - (2) If an electronic transmission under paragraph (1) of this subsection is returned to the Secretary as undeliverable, the Secretary shall mail to the licensee, at the last known address of the licensee, the materials required under paragraph (1) of this subsection within 10 business days of the date the Secretary received the notice that the electronic transmission was undeliverable.

(e) The Secretary may require a licensee to submit a national and State criminal history records check with the renewal application.

(f) The Secretary shall renew the license of each licensee who meets the requirements of this section.

(g) (1) A licensee may change the fixed business address for which a license is issued only if the licensee:

(i) submits to the Secretary an application to transfer the license to a new business location on a form that the Secretary provides; and

(ii) receives the written approval of the Secretary.

(2) Within 45 days after the application is filed with the Secretary, the Secretary shall approve or disapprove the application and notify the licensee of the approval or disapproval, in writing.

(3) If the Secretary approves a proposed change of fixed business address, the licensee shall:

(i) submit to the Secretary a current list of names of each employee to be employed at the new location; and

(ii) attach the written approval of the Secretary to the license until an amended license is received by the licensee.

(h) The Secretary may determine that licenses issued under this subtitle shall expire on a staggered basis.

[\[Previous\]](#)[\[Next\]](#)